

# Participant Review Guidelines for the Verification Phase of the Census 2000 Participant Statistical Areas Program

## I. Introduction

Since the submission, review, and insertion of the Census 2000 participant statistical areas is completed, the Census Bureau now is offering participants the opportunity to review their submitted statistical areas plans and to submit corrections and adjustments.

This is the first phase of the Census Bureau's plan to maintain and ensure the quality and accuracy of the Census 2000 participant statistical areas. Subsequent to this verification phase, the Census Bureau will be endeavoring throughout the summer of 2000 to locate and make additional adjustments where necessary before we finalize these geographic areas in September 2000.

## II. Purpose

We are providing these guidelines to give participants detailed instructions and assistance in their review of these areas:

Census Tracts  
Census Block Groups (BGs)  
Census Designated Places (CDPs)  
Census County Divisions<sup>1</sup> (CCDs)

This verification phase will allow participants to:

- A. Review the insertion of their statistical areas plan into the TIGER data base.
- B. Verify agreements and approvals made through correspondence with the regional census center (RCC).
- C. Make adjustments to the boundaries which, due to subsequent operational and program updates in the TIGER database, have become unacceptable as statistical area boundaries.

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<sup>1</sup> Census county divisions exist in the following states: Alabama, Arizona, California, Colorado, Delaware, Florida, Georgia, Hawaii, Idaho, Kentucky, Montana, Nevada, New Mexico, Oklahoma, Oregon, South Carolina, Tennessee, Texas, Utah, Washington, and Wyoming.

- D. Maintain relationships between participant statistical areas and legal entities.

The Census Bureau will accept changes to remedy all situations that have occurred as the result of any errors on our part or changes that are necessary due to updates to the TIGER data base. However, the Census Bureau will not accept new submissions during the verification phase.

### III. Materials Provided by the Census Bureau

Participants will receive the following materials:

#### A. Maps

The Census Bureau is providing all participants with one set of Census 2000 Participant Statistical Areas Program (PSAP) Verification maps that show the participant statistical areas that they submitted, and were subsequently reviewed and approved by the RCC staff. The subject matter and cartographic symbolization on these maps are almost identical to the original annotation maps.

#### B. Unacceptable Boundary Listings

Due to the many operational and program updates that take place in the TIGER data base, some boundaries of the Census 2000 participant statistical areas may have changed from what previously were acceptable features to unacceptable features. We are furnishing participants with listings, sorted by entity (not sorted by map sheet as was provided with the original annotation materials), that list those entities whose boundaries are now following unacceptable features.

#### C. VTDP Verification TIGER/Line Files

In addition to maps, the Census Bureau will furnish VTDP Verification TIGER/Line files to ONLY those participants who submitted their PSAP proposals via polygon equivalency files. The version of TIGER/Line files that participants will receive will not include address ranges.

NOTE: The Census Bureau is furnishing these VTDP Verification TIGER/Line files only for the purpose of reviewing the participant statistical areas. Participants who receive TIGER/Line files must submit their changes via the verification maps. The Census Bureau will not accept any changes that are submitted via polygon equivalency files.

#### IV. Deadline for Returning PSAP Verification Maps

Participants have 30 days from the receipt of their verification maps to complete and submit changes to the Census 2000 participant statistical areas (or 30 days after the receipt of the VTDP Verification TIGER/Line files if they are received later than the maps). Do not anticipate that the RCC staff will be able to grant extensions to this deadline. Internal Census 2000 processing deadlines make it unlikely that the Geography Division will approve extensions.

Participants **MUST** use the Census Bureau supplied Census 2000 PSAP Verification Maps for submitting changes to their participant statistical areas. The Census Bureau is under no obligation to accept or attempt to use any information submitted on locally produced maps, equivalency files, TIGER/Line files, or local geographic information system files. All corrections must be annotated on the paper maps and the maps returned to the appropriate RCC. The addresses of the RCCs are shown in Appendix D.

#### V. General Procedures for Review

The Census Bureau recommends that participants use the following guidelines for the review and correction of the Census 2000 participant statistical areas.

A. Annotate all changes on the one set of maps provided. Submit only those map sheets with annotations to the Census Bureau, and keep the remaining map sheets that do not have annotations. For those sheets that were submitted, the Census Bureau will supply replacement sheets upon request.

B. Review and make corrections in the following sequence:

##### 1. Unacceptable Boundaries

Most of the changes being made during the verification phase will consist of changes required due to boundaries following unacceptable features (see Appendix A for a list of the unacceptable feature types). The unacceptable boundary listing lists those entities that have some portion of their boundary following unacceptable features. The listings do not provide map sheet information nor do they list the number of instances where a boundary is unacceptable. Participants should carefully review the entire boundary of each listed entity. Segments that are unacceptable will appear as red dashed lines on the maps.

NOTE: Due to mapping software limitations, we are unable to suppress dashed red lines in water. Participant statistical area boundaries in water are ALWAYS ACCEPTABLE. Even though the lines through the water are red, no changes to the participant statistical area boundaries are required. The unacceptable boundary list does not list those boundaries in water.

There are generally two reasons why a feature that was acceptable becomes unacceptable.

a. Legal Entity Changes

The Census Bureau conducts an annual Boundary and Annexation Survey (BAS). Census 2000 participant statistical areas that follow the boundaries of legal entities may be affected by changes to those legal areas that are acquired by the BAS.

Changes to legal entity boundaries where they formerly were following nonvisible lines through space create Census 2000 participant statistical area boundaries that are unacceptable. Participants must correct the Census 2000 participant statistical area boundaries by either moving the boundaries onto the updated legal entity boundaries or onto features that are acceptable.

b. Feature Updates

The Census Bureau has a number of projects that update the feature network of the TIGER data base. Features, such as roads, creeks, and power lines, that were in the TIGER data base when the RCC staff approved the Census 2000 participant statistical areas, subsequently may have been deleted from the TIGER data base.

Participants must either move boundaries onto acceptable features or provide evidence, such as aerial photographs, that the deleted feature actually exists.

2. Review of Submitted Statistical Area Boundaries

We recommend that participants use their copies of the original annotation maps, correspondence, and notes to

determine if their proposed names, codes, and boundaries are shown correctly on the verification maps.

The Census Bureau will accept all changes where we have made mistakes in the insertion of the statistical areas.

### 3. Review of Geographic Area Relationships

Participants in certain areas of the country make extensive use of legal entity boundaries as boundaries for Census 2000 participant statistical areas. We strongly encourage those participants to carefully review the boundaries of the legal entities to ensure that they are being held as BG, census tract, or CDP boundaries, where requested.

Participants should refer to the list of acceptable legal limits for their state in Chapter 2 of the Participant Statistical Areas Program Guidelines when retaining or revising statistical areas boundaries following legal entity boundaries.

As stated above, the Census Bureau conducts the BAS annually. BGs, census tracts, and CDPs are not revised as part of BAS updates when the boundaries of legal entities with which they are coincident are moved.

Many but not all of these formerly coincident boundaries will appear on the unacceptable boundary listings. Those that are on physical features will not appear. It is the responsibility of the participant to identify all situations where changes are necessary to retain these relationships.

Most of the legal entity changes that the Census Bureau receives through the 2000 BAS will not appear on the verification maps and TIGER/Line files, and therefore, participants will not have the opportunity during the verification program to provide adjustments for these 2000 BAS changes. However, the Census Bureau will make adjustments during the summer of 2000 to maintain these relationships that are affected by the 2000 BAS changes. In most cases the Census Bureau will make these adjustments without consulting participants. However, if a plan has been significantly affected, it may be necessary for the RCC staff to contact the participant to discuss appropriate changes.

## VI. USING THE VERIFICATION MAPS

The map sheets contain all the same features as the annotation maps including, but not limited to, census tracts, BGs, CDPs, CCDs, linear, landmark and water features, and legal area boundaries.

The Participant Statistical Areas Boundary Feature Criteria remain the same as found in Chapter 2 of the participant guidelines for the annotation phase. The Census Bureau has color-coded the maps to depict features as to their acceptability for use as boundaries of participant statistical areas. The meaning of each color is as follows:

### A. Feature Colors

#### 1. Red

This color identifies lines in the TIGER data base that the Census Bureau classifies as unacceptable for use as participant statistical areas boundaries because these lines are unidentified lines through space. These features are only plotted if they are coextensive with a participant statistical area boundary. Please refer to Appendix A for the most current list of unacceptable features.

NOTE: Due to mapping software limitations, we are unable to suppress dashed red lines in water. Participant statistical area boundaries in water are ALWAYS ACCEPTABLE. Even though the lines through the water

are red, no changes to the participant statistical area boundaries are required. The unacceptable boundary list does not list those boundaries in water.

#### 2. Purple

This color identifies lines that the Census Bureau classifies as features that are "questionable" for use as Census 2000 participant statistical areas boundaries. Please refer to Appendix B for both the lists of questionable features that are always plotted and those that are only plotted when they are coincident with a statistical area or legal entity boundary.

Questionable features that are held as statistical area boundaries have previously been reviewed and accepted by the RCC staffs. Participants do not need to take any action regarding those that are shown as statistical area boundaries. However, if a participant feels that the

questionable feature is no longer appropriate as a boundary, then a participant may move the statistical areas off of these features.

If a revision involves moving a boundary onto a questionable feature, the RCC staffs will review the feature to determine the following:

- a. Is the feature in the correct location?
- b. Does the feature still exist?
- c. Are there any nearby features that would be more suitable as a statistical area boundary?

3. Black and Blue

These colors identify lines that are acceptable as statistical areas boundaries. Blue identifies water features and the Census Bureau uses black to identify all other features that are acceptable as participant statistical areas boundaries.

B. MAP ANNOTATION

When making annotations on the maps, follow the detailed guidelines that are found in Chapter 8 of the Participant Statistical Areas Program Guidelines. In addition, Appendix C is provided as a quick reference guide to the detailed guidelines.

## APPENDIX A

## UNACCEPTABLE CENSUS FEATURE CLASSIFICATION CODES

- E00 Physical feature, classification unknown or not elsewhere classified
- F00 Nonvisible boundary, classification unknown or not elsewhere classified
- F14 Superseded political boundary
- F15 Corrected governmental unit boundary
- F17 State legislative non-visible boundary
- F18 Congressional District non-visible boundary
- F23 Closure extension
- F24 Nonvisible separation line
- F50 ZIP Code boundary
- F60 Map edge
- F70 Statistical boundary
- F71 1980 statistical boundary
- F72 1990 block boundary
- F73 Urbanized area land use boundary
- F74 1990 statistical boundary
- F80 Nonvisible other tabulation boundary, major category used when the minor category could not be determined
- F82 Special census tabulation boundary
- F83 Census 2000 collection block boundary
- F84 Census 2000 statistical area boundary
- F85 Census 2000 tabulation block boundary
- F86 Local administrative line
- F87 Urban growth boundary (valid only for the State of Oregon)



## APPENDIX B

### QUESTIONABLE CENSUS FEATURE CLASSIFICATION CODES

Questionable CFCCs which will always be plotted:

A12 Primary road, interstate highway and limited access road, undivided, in tunnel

A16 Primary road, interstate highway and limited access road, divided, in tunnel

A22 Secondary road, unlimited access roads, U.S. highway, and state roads, undivided, in tunnel

A26 Secondary road, unlimited access roads, U.S. highway, and state roads, divided, in tunnel

A32 Connecting road, county roads, and major roads, undivided, in tunnel

A36 Connecting road, county roads, and major roads, divided, in tunnel

A42 Neighborhood roads, city streets and all other vehicular roads, undivided, in tunnel

A46 Neighborhood roads, city streets and all other vehicular roads, divided, in tunnel

A51 Jeep trail passable only by four-wheel (4wd) vehicle, undivided

A52 Jeep trail passable only by four-wheel (4wd) vehicle, undivided, in tunnel

A53 Jeep trail passable only by four-wheel (4wd) vehicle, underpassing

F40 Property line

Questionable CFCCs which will only be plotted if coincident with a statistical area or legal area boundary:

A60 Special road feature

A70 Other thoroughfare

A71 Walkway

A72 Stairway

A73 Alley

A74 Private roads, driveways, and service roads usually unnamed. Common uses include access to logging sites, trailer parks, oil rigs, farms, ranches, parks, unnamed streets within apartment building complexes, or private residences. Some may lead to housing units, others may not.

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## Appendix B continued

B02 Railroad track, in tunnel  
B12 Railroad main track, in tunnel  
B22 Railroad spur track, in tunnel  
B40 Railroad ferry crossing  
B50 Other rail feature  
C31 Aerial tramway, monorail, or ski lift  
E10 Fence line  
E20 Topographic feature  
E21 Ridgeline  
E24 Levee  
F30 Point-to-point line

## APPENDIX C

### ANNOTATION GUIDELINES-AT-A-GLANCE

#### General Guidelines

- Submit participant statistical areas delineation plans and feature updates on the maps provided by the Census Bureau.
- Use one map set as a working set, then transfer the final plan onto the other set for submittal.
- Make all annotations neatly, using colored pencils not markers.
- Keep all boundary annotations within the area of the subject county.
- Annotate only within the white areas of the parent map sheets.
- Note scale changes between parent and inset maps; align new features across map sheet boundaries.
- Note that Tribal Governments will be delineating statistical areas on American Indian reservations.

#### Annotation Colors

- Black (standard pencil) - new features and address range information
- Green - additions and corrections to feature names
- Purple - census tract boundaries and numbers
- Orange - BG boundaries and numbers
- Brown - census designated place (CDP) boundaries and names
- Dark Blue - census county division (CCD) boundaries and names
- Yellow - geographic relationship highlight

#### Annotation Sequence and Procedure

Use the following annotation sequence and procedures:

- First, add all new features (black).
- Next, annotate census tracts (purple), adding boundary and code changes to the maps. Place colored participant statistical area boundaries on top of the black pencil lines that represent new features.
- Next, annotate BGss (orange); do not annotate BG boundaries along existing or new census tract boundaries.
- Next, annotate CCD boundaries (dark blue). Where CCD boundaries are conjoint with census tracts, label the tract boundary "CCD Bdy" (dark blue) instead of drawing the revised CCD boundaries.
- Next, annotate CDP boundaries (brown). Where CDP boundaries are coincident with revised census tract, BG, or CCD boundaries, use brown circles rather than a line.
- Next, add any required yellow highlighting to indicate participant statistical area/legal area relationships.
- Last, add all address break information (pencil) and feature names (green).

APPENDIX D  
REGIONAL CENSUS CENTER ADDRESSES

**Atlanta**

U.S. Bureau of the Census  
Atlanta Regional Census Center  
230 Peachtree St. NW, Suite 600  
Atlanta, GA 30303-1517

Mr. Gene Wallace  
Franklin.E.Wallace@ccmail.census.gov  
(404) 331-1339

**Boston**

U.S. Bureau of the Census  
Boston Regional Census Center  
4 Copley Place, Suite 400  
P.O. Box 2000  
Boston, MA 02117-2000

Mr. Vincent Pito  
Vincent.J.Pito@ccmail.census.gov  
(617) 424-0513

**Charlotte**

U.S. Bureau of the Census  
Charlotte Regional Census Center  
3300 International Airport Drive, Suite 600  
Charlotte, NC 28208-5742

Mr. David Wiggins  
David.H.Wiggins@ccmail.census.gov  
(704) 344-6440

## Chicago

U.S. Bureau of the Census  
Chicago Regional Census Center  
111 W. Jackson, Suite 400  
Chicago, IL 60604

Ms. Linda Gray  
Linda.K.Gray@ccmail.census.gov  
(312) 353-9605

## Dallas

U.S. Bureau of the Census  
Dallas Regional Census Center  
8700 N. Stemmons Freeway  
Suite 300  
Dallas, TX 75247-3724

Ms. Meredith Gillum  
Meredith.L.Gillum@ccmail.census.gov  
(214) 655-3064

## Denver

U.S. Bureau of the Census  
Denver Regional Census Center  
11177 W. 8<sup>th</sup> Ave., 1<sup>st</sup> Floor  
Lakewood, CO 80215-5539

Mr. Jim Castagneri  
James.D.Castagneri@ccmail.census.gov  
(303) 231-5015

## Detroit

U.S. Bureau of the Census  
Detroit Regional Census Center  
Crowne Pointe Plaza  
25900 Greenfield Rd., Suite 400  
Oak Park, MI 48237-1267

Mr. Gary Gruccio  
Gary.J.Gruccio@ccmail.census.gov  
(248) 967-9527

## Kansas City

U.S. Bureau of the Census  
Kansas City Regional Census Center.  
10015 N. Executive Hills Blvd., Suite 2100  
Kansas City, KS 64135-1364

Mr. Wes Flack  
John.W.Flack@ccmail.census.gov  
(816) 801-2010

## Los Angeles

U.S. Bureau of the Census  
Los Angeles Regional Census Ctr.  
15400 Sherman Way, Suite 295  
Van Nuys, CA 91406

Mr. Tim McMonagle  
Timothy.W.McMonagle@ccmail.census.gov  
(818) 904-6415

## New York

U.S. Bureau of the Census  
New York Regional Census Center  
201 Varick Street, 9th Floor  
New York, NY 10014-4803

Mr. Jonathan Martin  
Jonathan.D.Martin@ccmail.census.gov  
(212) 620-4803

## Philadelphia

U.S. Bureau of the Census  
Philadelphia Regional Census Ctr.  
841 Chestnut Street, Suite 5101  
Philadelphia, PA 19107-4499

Ms. Vicki Lewis  
Vicki.L.Lewis@ccmail.census.gov  
(215) 597-3812

## Seattle

U.S. Bureau of the Census  
Seattle Regional Census Center  
700 5<sup>th</sup> Ave., Suite 5100  
Seattle, WA 98104-5098

Mr. Rick Campbell  
Richard.T.Campbell@ccmail.census.gov  
(206) 553-5904